

GREAT FUTURES START **HERE.**



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# PARENT & MEMBER ORIENTATION

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## CONTACT INFORMATION

Administrative Office Phone: 765.282.4461  
Madison Street Phone: 765-228.4461  
Buley Unit Phone: 765.747.4769  
Website: [www.bgcmuncie.org](http://www.bgcmuncie.org)

### Who To Contact:

Director of Programs: Destinee Lewis 765.282.4461 x 104  
Chief Executive Officer: Jason Newman 765.282.4461 x 105  
Club Rentals or Membership Questions/Payments: Alycia Hacker 765.282.4461 option 5

## HOURS OF OPERATION

Administration: Monday - Friday, 9:00 am - 5:00 pm  
Madison After school: Monday - Friday 3:00 pm - 6:00 pm  
Buley Center After School Hours: Monday - Friday 3:00 pm - 7:00 pm

## MISSION STATEMENT

*“To inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.”*

## BOYS & GIRLS CLUBS OF MUNCIE POLICIES AND PROCEDURES

### I. AMERICANS WITH DISABILITIES ACT

- a. At this time, the Boys & Girls Clubs of Muncie does not have trained professional staff to accommodate members with disabilities. Members with disabilities are encouraged to attend, but the Club is not able to provide professional assistance. Members with disabilities who need professional assistance must be accompanied by their parents or other qualified care givers.

### II. MEMBERSHIP FEES AND REQUIREMENTS

- a. Eligibility: Students in K - 12<sup>th</sup> grades. No Exceptions.
- b. Membership: \$15.00 per youth per year. The membership year starts from the date it was turned in.
- c. **Late Pick-up Policy:** Pick-up for the summer program is at 5:15 pm. You will be given a 5-minute grace period and after the 5-minutes you will be charged a \$1.00 a minute. This will be due upon pick-up no exceptions.

- d. Each youth will be considered a member once their completed application is returned (including parent signatures), their membership fees are paid, and they have attended the Boys & Girls Clubs orientation.
- e. Non-members may visit up to two (2) times as guests, after that guests will be expected to become members. Visitors are not allowed to go in the gym, in the computer lab or to outside activities because of liability concerns.
- f. METHODS OF PAYMENT -Cash - Money Orders - Personal Checks-Visa-Master-Discover
- g. FINANCIAL ASSISTANCE - Each family will be asked to provide the membership fees per child. We are able to work out a payment plan arrangement for families with multiple children. Please contact the Chief Operating Officer to discuss options.

### III. CLUB RULES AND PROCEDURES

#### a. **BE RESPECTFUL**

- i. Respect yourself, peers, staff and volunteers
- ii. Respect the Club and Club property

#### b. **BE RESPONSIBLE**

- i. Accept responsibility for your own actions
- ii. Come prepared to the Club
- iii. Be responsible for all your belongings
- iv. Clean up after yourself.

#### c. **BE SAFE**

- i. Keep hands, feet and objects to yourself
- ii. Remain with your designated group at all times
- iii. Use sidewalks and crosswalks in the appropriate manner
- iv. Follow field trip policies

#### d. **ASK PERMISSON**

- i. If you are unsure about something, always ask a staff member.

#### e. **HAVE FUN!**

### IV. FIELD TRIPS/ACTIVITIES

- a. One of the goals of the Boys & Girls Clubs of Muncie is to provide opportunities for members to experience a variety of outdoor activities and interact with other Boys & Girls Club members. The following are the Boys & Girls Club rules of conduct during field trips:
- b. Dress appropriately for the activity.
- c. Be punctual for departures, meetings, breaks, etc.
- d. Do not leave the group or have unauthorized visitors without staff/volunteer permission.
- e. iPods, Phones, and other distracting devices must have staff approval prior to usage and **MUST** have headphones.
- f. Profanity, abusive language, obscene gestures, suggestive slogans on apparel or accessories is **not allowed**.
- g. Be courteous, have a positive attitude, and use common sense at all times.
- h. Follow staff/volunteer directions, use the “buddy system” and never go anywhere alone.
- i. The staff/volunteers must be informed of any participant on prescribed medication or any existing illness in advance of trip.
- j. Damage or vandalism to property of others will be the responsibility of the participant(s) to replace or repair, as determined by Club staff.
- k. Chaperones and volunteers have full authority to enforce all rules/policies.
- l. Please remember that violations of these rules may affect the Club’s future trips and the Boys & Girls Club’s discipline process/system will be in place.

### V. CLUB MEMBER DISCIPLINARY POLICY

## **Discipline and Conduct**

1. A verbal warning will include pulling the member aside, letting he/she know they did something wrong, and letting them know that if they continue the behavior they will lose privileges.
2. Loss of privileges may include revoking participation in certain activities; special events, field trips, and/or being sent home for the day or longer.
3. Staff will contact parents by letter and phone any time a member is suspended for one full day.
4. Members who are suspended for more than one day may not return to the Club until they have called to make an appointment with the Director of Programs. Parents are required to attend this meeting. The length of the suspension and consequences for the member's behavior will be reviewed at that time.
  - The Program Director will work with each youth to develop an action plan that addresses and resolves the original problem.
  - Members will not be allowed back into the Club until the action plan is completed.
  - Program Director will create a case file for each youth involved to continue tracking the success and/or failure of the action plan.
  - Once the action plan is completed and the member has met with the Program Director to review it, the member will be allowed back into the Club.
  - If the problem persists, the Program Director will call the parents again to receive assistance. The Club member will not be allowed in the Club until the problem is resolved.
  - If the problem continues, the member will be suspended until the Program Director has reviewed his/her case. The Chief Operating Officer will make the final decision about whether the member is expelled/suspended for a longer period and/or required to complete additional consequences. The Chief Operating Officer will review all recommendations for expulsion.
5. Disciplinary action may include requiring the member to complete various tasks around the Club, such as, cleaning, participating in a designated program, or suspension for a determined period of time. The decisions of the Program Director and or COO are final.

## **Types of Behaviors and Corrective Measures**

Note: These are simply guidelines to diminish negative behaviors and replace them with positive ones. With repetition and consistency regarding the behaviors below, it is the ultimate goal to assist members in correcting their negative behavior patterns. Parents must be contacted if any of these infractions occur. Also, an Incident Report must be filled with the Supervisor within 24 hours.

### **Peer Relations: (name calling, negative interactions, etc.)**

- Verbal warning
- 1:1 Counseling session staff and notifying parents of behavior
- Time out until the member can display appropriate behaviors.
- Suspension from the Club

### **Horse Playing: (wrestling, pushing, or any touching of another individual)**

- Time out until member can regain control of their actions
- 1:1 Counseling session staff and notifying parents of behavior
- Behavior continues will result in parent meeting with Coordinator or Director in attempts to correct behavior.

- Suspension from Club
- Expulsion from Summer Slam

**Manipulation: (playing one staff and/or member against one another, attempting to deviate from the facts to attain their own way)**

- 1:1 Counseling with staff
- Verbal warning
- Time out
- Paper written on manipulation.
- Suspension from Club
- Behavior continues will result in parent meeting with Coordinator or Director in attempts to correct behavior.
- Expulsion from Summer Slam if behavior continues.

**Vulgar, Profane or Abusive Language: (excessive degrees aimed at staff, other members, parents, visitors, or other authority figures)**

- Time out until member can regain control.
- 1:1 Counseling session with staff
- 1:1 Counseling with Directors
- In Club Suspension: working up front with office staff one educational work and community service in building. (1<sup>st</sup> offense)
- 2 days out of Club suspension and this can result in losing participation in Field Trip (2<sup>nd</sup> offense)
- Parent Meeting with Director or Coordinator to come up with a behavior plan.
- If behavior continues after this then expulsion from Summer Slam

**Disorderly Contact: (punching, hitting or breaking inanimate objects, threatening staff and/or other members, excessive verbal abuse to staff and/or other members or refusal to cooperate with general program rules and Club policies)**

- Time out until member can regain control.
- 1:1 Counseling session with staff
- 1:1 Counseling with Directors
- In Club Suspension: working up front with office staff one educational work and community service in building. (1<sup>st</sup> offense)
- 2 days out of Club suspension and this can result in losing participation in Field Trip (2<sup>nd</sup> offense)
- Parent Meeting with Director or Coordinator to come up with a behavior plan.
- If behavior continues after this then expulsion from Summer Slam

**Smoking:**

- 1:1 Counseling with staff
- 1:1 Counseling with Directors
- Referral to the Muncie Police Department
- Meeting with parent(s) and staff
- Suspension from Club

**Drug and/or Alcohol Use:**

- 1:1 Counseling with Staff
- 1:1 Counseling with Directors
- Parent contacted
- Referral to Muncie Police Department
- Suspension from Club (possibly permanent)

**Cult, Gang, Satanic Activities or Allegiance to Groups Undesirable as per Social Standards:**  
(Disregard or disrespect to any race, gender, organization or religion, forming an alliance or pact with any group or organization which is not within acceptable societal norms, implied gang activity which includes gestures, clothing styles, verbal or written actions, etc.)

- 1:1 Counseling with staff
- 1:1 Counseling with Directors
- All material confiscated.
- Referral to Muncie Police Department
- Suspension from Club
- Meeting with parent(s) and staff

**Theft:** (taking an item which was not purchased by or for the individual, whether from any area of the Club, the offices, a vehicle, another person, etc.)

- 1:1 Counseling with staff
- 1:1 Counseling with Directors
- Referral to the Muncie Police Department
- Suspension from the Club (possibly permanent)
- Meeting with parent(s) and Coordinator or Director
- Restitution

**Destruction of Property:** (malicious intent to destroy property belonging to the individual or another person)

- Time Out/ Leave Area
- 1:1 Counseling with staff
- 1:1 Counseling with Directors
- Referral to the Muncie Police Department
- Suspension from the Club (possibly permanent)
- Meeting with parent(s) and Coordinator or Director
- Restitution

**Sexual Inappropriateness:** (inappropriate name calling with sexual connotations, inappropriate sexual touching, any sexual reference to staff or other members)

- 1:1 Counseling with staff
- 1:1 Counseling with Directors
- Referral to the Muncie Police Department
- Report to Department of Social Services
- Suspension from Club (possibly permanent)
- Meeting with parent(s) and Coordinator or Director

**VI. MINOR FIRST AID AND MEDICATION**

- a. Boys & Girls Club staff are permitted to administer: band aids, ice packs, and bandages.
- b. Club staff can not physically apply sunscreen and insect repellent lotion to youth.
- c. The Club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any item that is borrowed from or used by Club members.
- d. Parents/guardians must advise the staff of any medical problems a member has or has had by completing the health history portion of the membership form and adding information as needed.
- e. In case of emergency parents/guardians will be notified as soon as possible.
- f. Parents/guardians must notify the Club and keep children home when youth have a rash, sore or runny eyes, contagious illness, or head lice.
- g. Members who develop symptoms of a contagious illness while at the Club must be picked up within 30 minutes of notification and are not eligible to return to the Club until 24 hours the initial intake of medication.
- h. All medication must be given to Club staff member in the original pharmacy bottle with written instructions attached.
- i. Medications not on record with staff and found in a child's possession will be confiscated and parents will be called.
- j. In the event of an emergency injury or illness requiring immediate advanced medical treatment the Boys & Girls Club staff will call 911 first. Parents will be contacted as soon as possible. Boys & Girls Club staff are not allowed to transport injured or severely ill members. The Boys & Girls Clubs of Muncie utilizes the ambulance for all emergency transportation to the nearest emergency health care facility.
- k. Children with nut allergies or who are allergic to bee stings must have an epi-pen.

**VII. MEMBER DRESS CODE**

- a. Proper dress is the responsibility of members and their parents. Rules pertaining to appropriate member attire are necessary in order to maintain good decorum and a favorable academic atmosphere. The Chief Operating Officer and/or Program Director will use their discretion to make appropriate decisions regarding the appropriateness of each member's dress and possible consequences for violation of this policy. Members wearing inappropriate clothing will be asked to change or turn their shirts inside out.
- b. No member shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.
- c. Any medallions or other jewelry, which identify gang members or gang affiliations are not allowed in the Club. Displaying any tattoos and signs or signals used in reference to "gang insignia" is not allowed and will result in immediate suspension and review for expulsion.
- d. Short shorts, spaghetti strap tops, backless or strapless shirts, tube tops, muscle shirts and midriff shirts, leggings and bike shorts are not appropriate. Clothing should always completely cover the torso from above chest cleavage to mid-thigh.
- e. No items of clothing will be worn where undergarments are exposed.
- f. Footwear must be worn while at the Club.

**VIII. OPEN DOOR POLICY**

- a. The Boys & Girls Clubs' "open door" policy is as follows: a parent needs to instruct their child whether they can leave the premises or not and communicate this with the front desk staff. Youth 12 and under are not allowed to leave without a Staff member

speaking with the youth's parent. Teens are not allowed to leave and re-enter. This is to prevent unnecessary in-and-outs. If you ever need to know what time your child signed in and out please don't hesitate to call.

IX. INCLEMENT WEATHER

a. **School Year**

- i. If school is DELAYED in the morning, we are OPEN regular hours before & after school. If school is cancelled for the day or there is early dismissal due to bad weather the Boys & Girls Clubs will operate on the "amended day plan" that is posted for each location. In the instance that we must close, a press release will go out to all local media outlets and a call will be made to all members' parents. We have gone with this policy for the safety of all staff, parents, and club members.

II. PARENT COMMUNICATION

- a. Our main route of direct communication to parents is via phone call, text, and/or email.
- b. We always strive to inform parents of Club activities and events. We wish for all parents to be pleased with their child's supervision and experience at our Clubs. Activities and events are posted throughout the Clubs and flyers for all special events are located at the front desk. Parents are encouraged to come inside to view the posted information and ask questions to the staff.
- c. Mass communication is the Boys & Girls Clubs of Muncie's Facebook page, Twitter and Instagram.
- d. We also depend upon parents to keep us informed of issues and events affecting your child(ren). If there are changes to your child's health, medication, living situations, etc. it is the responsibility of the parent to notify Club staff. Please remember to notify us of contact information changes or changes in custody arrangements so that we can best serve your child.

III. LOST AND FOUND

- a. BGCM is not responsible for personal items of Members.
- b. Each Club has a lost and found area. Please check with your location for lost items.
- c. Lost and found items are kept for 2 weeks and then donated to organizations.
- d. Club members are responsible for their personal belongings and should not bring expensive equipment including electronics, jewelry or anything else of value.

IV. COMPUTER LAB

- a. The Clubs' computer are to be utilized by Club members only. By signing the Membership form, parents consent to their child's participation in computer activities which can include computer games and Internet usage. Boys & Girls Club members may access sites approved by Club staff members. Members are only allowed to access Facebook, Twitter, and other social media if they are in sixth grade or older, have taken an internet safety course with a club staff member, and have a permission slip signed by a parent or guardian on file. Usage of live chat rooms will not be permitted.

V. PHONE USAGE

- a. The Club phone is reserved for use primarily by staff members. All parents and members should make plan ahead of time in regards to arrival, departure and pick up. Club members are allowed to use the Club phone to contact parents/guardians. **All Club members personal cell phones are only allowed to be used at the front desk or in front of a staff member. Cell phones of Elementary students will be required to be "checked in" upon**

**arrival to the Clubs.** Teen Students may have their phones at the discretion of the Program Coordinator with the above stated policy in place.

**VI. PERSONAL PROPERTY AND CUBBY SEARCHES**

- a. Member's personal property (e.g., purses, backpacks, coats, etc.) may be searched whenever a staff/volunteer has reasonable suspicion to believe that the member is in possession of illegal or unauthorized materials. When necessary, police will be called to perform searches or investigate. Parents will be contacted to inform them of the search.

**VII. LOST OR STOLEN PROPERTY**

- a. BGCM is not responsible for any lost or stolen personal property of members. Members are fully responsible for any damage to, or property stolen from the Club.

**VIII. VOLUNTEER OPPORTUNITIES**

- a. Parents/guardians are encouraged to volunteer. All volunteers must complete a volunteer application and pass a background check before they can start volunteering. Chaperones are needed for many of the field trips!



# Parent & Member Orientation Receipt

I \_\_\_\_\_, understand all rules and regulations of the Boys & Girls Clubs of Muncie Summer Slam. I hereby sign and acknowledge the following information and agree to the terms stated above.

PARENT NAME

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DATE

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PARENT SIGNATURE

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